



Attachment B – Specifications
RFx No. 3000015330 Title: Scale Calibration
LDH-OPH-Nutrition Services

CALIBRATION OF LOUISIANA INFANT AND
ADULT BEAM BALANCE SCALES

SCOPE OF SERVICE

1. The successful vendor shall provide all necessary services to calibrate a total of approximately 330 scales according to the regions listed below. These scales are utilized in Public Health Clinics, Children's Special Health Service Clinic (CSHS), and private provider clinics contracted for WIC services by the Louisiana Office of Public Health/ Nutrition Services. The purpose of this calibration is to increase the accuracy of anthropometry throughout the State of Louisiana and the accuracy of data collection for the Enhanced Pediatric Nutrition Surveillance System (PedNSS). Refer to Attachment C for a breakdown of the facilities by region.

<u>Region</u>	<u>Total No. Of Scales</u>
1	33
2	35
3	32
4	48
5	30
6	32
7	50
8	50
9	20

2. This project will require the services of a trained technician to travel to all sites listed by Region and Facility as outlined in Attachment C in order to perform the necessary procedure.
3. Bidders are required to submit a minimum of three (3) references outlining previous experience in scale calibration projects in health clinics or comparable facilities. These references must include the name of the facility, complete address, telephone number, and a contact person. This information should be submitted with the bid or shall be submitted within ten (10) business days of request.
4. Equipment at the designated facilities shall be calibrated with weights deemed accurate by the USDA Department of Weights and Measures to within $\frac{1}{4}$ of a pound at the level 25, 50, 75, 100, 125, 150, 225, and 250 pounds for adults and to within 1 oz. of 5, 10, 15, 25, and 30 pounds for the infant scale calibrations.
5. A sticker with the inspection date shall be placed on each scale in a place that is easily visible and will not interfere with the scale operation.



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6. The vendor is responsible for making all necessary appointments and contacts with the facilities to provide the necessary service.

The vendor shall complete the calibration of scales for the entire State. Based on the number of scales listed at each facility on Attachment C. If staff at the facility request more than the number of scales listed to be calibrated the vendor must contact Leslie Lewis of LDH-OPH - Nutrition Services, at 504-568-8234, for permission to increase the number of scales calibrated.

7. The vendor shall submit invoices in duplicate to the address below upon completion of an entire region. Invoices combining services for more than one (1) region will not be accepted. Invoices are to be itemized by region indicating the specific facility, the number of scales calibrated, and the serial or model number of each scale calibrated. This invoice shall certify that all scales have been calibrated in the particular region covered in the invoice. Invoices are to be forwarded to:

LDH-Office of Public Health
Nutrition Services
628 N. 4th Street
8th floor, Bin# 4
Baton Rouge, LA 70802

The vendor shall provide each Facility within each Region a work order type receipt indicating the total number of scales calibrated and the serial or model number. This work order shall verify that all designated scales at that particular facility have been calibrated, and this work order shall be signed by an authorized representative of the facility. A copy if this signed work order shall be attached to the invoice to be sent to LDH – OPH - Nutrition Services at the above address.

8. Payment shall not be due until thirty (30) days after the receipt of invoice and verification that the entire region's scale calibration has been completed. Payment will only be made for calibrating the number of scales for each site listed on Attachment C unless prior written permission to calibrate other scales is received from Leslie Lewis.
9. The vendor shall retain all books, records and other relevant documents associated with this contract for at least five (5) years after final payment or as described in Citation Number 45 Code of Federal Regulation 74.21 (b) whichever is longer.
10. The vendor shall not assign any interest in this contract and shall not transfer any interest in the same, whether by assignment or notation, without the written consent of the State of Louisiana Division of Administration.